



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30052
Lansing, Michigan 48909
Phone (517) 373-0128

Carl L. Gromek, Chief of Staff
State Court Administrator

MEMORANDUM

DATE: December 15, 2006

TO: Chief Judges
cc: Circuit Court Administrators
District Court Administrators/Clerks
Municipal Court Administrators/Clerks
SCAO Regional Administrators

FROM: Carl L. Gromek

RE: Drug and Drunk Driving Case Reimbursement System

Beginning with the 2006 report, the State Court Administrative Office will accept Summary of Drunk Driving and Drug Cases (SCAO 24) reports through the Michigan Court Application Portal (MCAP). Paper forms will no longer be accepted. The new system will be available to authorized users during March of each year. Courts must submit the 2006 report by March 31, 2007, to receive reimbursement.

By February 15, 2007, each court should identify an authorized user to submit this annual report. The chief judge or court administrator must log onto [MCAP](#)'s User Maintenance System to identify who is authorized to submit the report through the Drug and Drunk Driving System. The person you select is responsible for accurately reporting the case counts by March 31 of each year.

As a reminder, chief judges and court administrators have rights on MCAP that are never granted to anyone else, including the right to modify user accounts for MCAP applications. Usernames and passwords should not be shared.

If you have any questions about the report, please contact Rebecca Mack at 517-373-2342 or mackb@courts.mi.gov. If you have any questions about MCAP's User Maintenance system, please contact Lili Marchlewicz at 517-373-5538 or marchlewiczl@courts.mi.gov.

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